

ATTACHMENT 2

JANITORIAL CONTRACT
Task Frequency List

FREQUENCY	AREA	TASK
Daily	Lavatories (including private lavatories)	<ol style="list-style-type: none"> 1. Scour and scrub seats and commodes with disinfectant cleanser. 2. Damp-wipe and spot clean toilet partitions. 3. Scour and scrub urinals with disinfectant cleanser. 4. Scour and scrub sinks with disinfectant cleanser. 5. Dust/damp-wipe/polish mirrors. 6. Dust/damp-wipe dispensers. Wipe disposal receptacles with multi-purpose disinfectant/deodorizer and replace used bags. 7. Damp-wipe and spot-clean walls. 8. Remove all trash to outside dumpster. Damp-wipe waste receptacles with disinfectant/deodorizer. Replace used liners. 9. Sweep and damp-mop floors and/or scrub with disinfectant cleanser.
	<p>NOTE: The State is currently using trash liners of .60 mil. thickness in large trash containers.</p> <p>Work Areas (includes offices, open work-spaces, conference rooms, file and copy rooms)</p>	<ol style="list-style-type: none"> 10. Dust all furniture and accessories. Damp-wipe all horizontal surfaces and telephones. 11. Dust all ledges and window sills. Damp-wipe spills or dirt. 12. Dust wall surfaces under 70 inches from floor. Spot-clean smudges, marks and spots.

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FREQUENCY	AREA	TASK
Daily (continued)		13. Vacuum carpets so nap shows one direction: spot-clean where necessary (spot-cleaning of carpets may require some shampooing).
		14. Dry mop all non-carpeted floors with chemically treated mops.
	NOTE: The State is currently using trash liners of .10 mil. thickness in office-size wast baskets.	15. Collect all trash and debris and remove to outside dumpster. Damp-wipe all dirty ash trays, waste baskets and trash receptacles. Replace used liners.
	Public Areas	16. Sweep and/or vacuum stairways and landings. Dust railings, ledges and doors.
		17. Dust wall surfaces under 70 inches from floor. Spot-clean smudges, marks and spots.
		18. Vacuum carpets so nap shows one direction.
		19. Dust and damp-mop all non-carpeted floors. Spot-clean heavy dirt.
		20. Dust all furniture and accessories. Damp-wipe all horizontal surfaces.
		21. Dust elevator doors, walls and ceilings; spot-clean all dirt or marks. Damp-mop elevator floors; clean out floor track.
		22. Dust all ledges and window sills. Damp-wipe spills and dirt.

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Daily (continued)	<p>NOTE: The State is currently using trash liners of .10 mil. thickness in office-size waste baskets.</p> <p>The State is currently using trash liners of .60 mil. thickness in cafeterial trash receptacles and other large containers.</p>	<p>23. Collect all trash and debris and remove to outside dumpster. Damp-wipe all dirty ash trays, waste baskets and trash receptacles. Replace used liners.</p> <p>24. Wipe/scrub all surfaces of drinking fountains. Clean/clear nozzles. Wipe dry and shine.</p> <p>25. Dust, damp-wipe and spot-clean all interior and exterior surfaces of public telephone booths. Damp-mop floors. Sanitize all telephones.</p> <p>26. Damp-wipe, spot-clean and sanitize all dining room tables and chairs. Remove trash to outside dumpster; damp-wipe and spot-clean trash receptacles with disinfectant/deodorizer. Replace liners.</p> <p>27. Police and sweep area around outside dumpster. Place all trash inside dumpster including any loose debris around the area.</p>
	Outside Dumpster	

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Frequency	Area	Task
Daily	all public areas	28. Spray wipe interior glass surfaces (doors and particians)
	all public and non public areas	29. Empty paper-recycling bins and remove and place in designated containers.
	all public and non public areas	30. Separate newspaper and place in designated containers.
	all public and non public areas	31. All card board boxes are to be flattened and place in designated areas.
	all public and non public areas	32. Change light bulbs as needed (except SW Labs).
	exterior	33. Sweep entrance and steps to curb, including rear entrance and steps leading from State Street to rear of 134 West Hanover Street.

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FREQUENCY	AREA	TASK
Weekly	All Non-Public Areas	1. Dust and damp-mop all non-carpeted floors. Spot-clean heavy dirt.
	All Public Areas	2. Spray and buff all non-carpeted floors. Spot-clean heavy dirt.

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FREQUENCY	AREA	TASK
Monthly	Stairways (includes steps, risers and landings)	1. Scrub stairways; remove all spots.
	All Areas	2. Spray/wipe interior glass surfaces (not windows or lobby doors).

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FREQUENCY	AREA	TASK
Quarterly	All Areas	1. Vacuum upholstered furniture, drapes and acoustical panels. Spot-clean.
		2. Dust and/or vacuum all surfaces 70 inches or higher.
	Public Areas (lobbies, corridors, elevators, rest rooms, cafeteria)	3. Strip non-carpeted floors of all finish, marks, and spots. Apply four coats of non-slip wax. Buff to uniform luster. Clean residue from walls and baseboards.
		4. 'Dry' extract carpeted areas

VENDER IS TO PROVIDE DATE TO SIGHT MANAGER PRIOR TO PROFORMANCE OF QUARTERLY TASK

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FREQUENCY	AREA	TASK
Semi-Annually	All Areas	1. Wash exterior windows. inside and out.
		2. Wash blinds, shades and other window coverings (may be left in place). Clean tapes and cords.
		3. Clean, wax and polish all uncovered surfaces of wood, metal and plastic furniture.
	All Non-Public Areas	4. Strip non-carpeted floors of all finish, marks and spots. Apply four coats of non-slip wax. Buff to uniform luster. Clean residue from walls and baseboards.

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FREQUENCY	AREA	TASK
Annually	All Areas	<ol style="list-style-type: none">1. Wash (floor to ceiling) all walls, non-fabric partitions, doors, and marble surfaces. Polish wood paneling.2. Shampoo and extract all carpeted areas and treat with stain repellant.